

## ***Vacancy Details***

**Personnel Notice:** 107-15  
**Date Announced:** 09/24/2015  
**Closing Date:** 10/22/2015  
**Command:** SSP  
**Grade:** NH-03/04 (GS-13/14 equivalent)  
**Type:** Assistant Counsel

A vacancy is anticipated to serve as an Assistant Counsel within the Office of Counsel, Strategic Systems Programs (SSP) with a duty station of Strategic Weapons Facility, Pacific (SWFPAC) in Bangor, WA. The Office of Counsel, SSP, is located within SSP's headquarters at the Washington Navy Yard, DC. SSP, an Echelon 2 Command, is responsible for the development, production, maintenance, and life-cycle-management of the Department of the Navy's (DON) TRIDENT II D5 Missile Strategic Weapons System. SSP is also responsible for the regulation of DON's nuclear weapons, DON's Nuclear Weapons Security Program, the Common Missile Compartment for the Ohio Replacement Program, and emerging programs such as the Conventional Prompt Global Strike missile system. Among other responsibilities, SSP acts as the Project Officer for the Polaris Sales Agreement, an international foreign military sales agreement between the United States and the United Kingdom. SSP is also responsible within the DON for the planning and support necessary to ensure DON compliance with all arms control treaties and agreements.

SSP's Office of Counsel provides legal support to SSP's headquarters and its 11 field offices and detachments, which are located throughout the United States and the United Kingdom. SSP's Office of Counsel provides legal support in all areas of the Navy Office of the General Counsel's (OGC) practice, including federal procurement law, civilian personnel law, environmental law, the Freedom of Information Act (FOIA), and intellectual property. SSP's Office of Counsel also provides legal support associated with specialized areas of practice including international law, arms control law, classification, and nuclear weapons specific legislation, regulations, instructions, and policies.

The Assistant Counsel will primarily provide legal support to SSP's field offices SWFPAC and the Program Management Office, SSP, Flight Systems (SPF) in Sunnyvale, CA. SWFPAC is responsible for the production and maintenance of the TRIDENT II D5 Missile Strategic Weapons System. SPF is responsible for on-site contractor oversight.

The Assistant Counsel will focus most of his/her practice in the areas of civilian personnel law, labor law, ethics, the Privacy Act and FOIA, and to a lesser extent will also provide advice on litigation requests, and fiscal law. Periodic travel will be required.

The position will be filled under the Department of Defense Civilian Acquisition Workforce Demonstration Project (Acq Demo) at the NH-03/04 level (General Schedule (GS) -13/14 equivalent) and precise pay will be set commensurate with the successful applicant's qualifications, funding availability, and Acq Demo pay guidelines. To be eligible for selection at the NH-03 level (GS-13 equivalent), the applicant must have in excess of two years of successful legal experience, a significant portion of which is in civilian personnel law or ethics. To be eligible for selection at the NH-04 level (GS-14 equivalent), the applicant must have at least three-and-one-half years of successful legal experience, a significant portion of which is in civilian personnel law or ethics.

Applicants will be evaluated on: 1) the depth, breadth and quality of civilian personnel law experience; 2) the depth, breadth and quality of experience in the additional areas of law noted above; 3) research, analytical, and writing skills, and oral communication skills; and 4) interpersonal skills, including their ability to develop strong attorney-client relationships and ability to work both independently and as part of a team. An understanding of the DON and OGC is desirable, but not mandatory.

The successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position. The successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants should submit a cover letter that addresses the applicant's qualifications and reasons for his/her interest in this position; resume; two legal writing samples (each no longer than 10 pages); two most recent performance appraisals, if available; and the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Applicants should include their projected availability.

Interested attorneys may contact Ms. Sarah McKenzie, Associate Counsel at (202) 433-9772 or [sarah.mckenzie@ssp.navy.mil](mailto:sarah.mckenzie@ssp.navy.mil) for more information. Hard copy submissions are preferred, and two complete copies of applications should be submitted to Ms. Sarah McKenzie at:

Director, Strategic Systems Programs  
1250 10th Street, Suite 3600  
Washington Navy Yard, DC 20374-5127  
ATTN: Sarah McKenzie, Code SPL11

Due to delays in regular USPS mail delivery, it is recommended that applications be sent via Fed Ex, USPS Express Mail, or other similar means.

This Personnel Notice will close at 11:59 PM EST on October 22, 2015 and applications must be received by this time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:  
[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Relocation expenses are not available.

Permanent Change of Station (PCS) funding may be available to those eligible.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

**Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.**